



# Maricopa County

Planning & Development Department

## NON-COMMERCIAL PURPOSE Public Record Request Form

### TO CUSTODIAN OF RECORDS OF THE PLANNING & DEVELOPMENT DEPARTMENT

Request is hereby made to:

- ☐ Inspect records
- ☐ Reproduce specific public records

Describe in detail the records you are interested in receiving and include the document name or type. Provide a parcel number, address, permit number(s) and the timeframe as applicable:

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Pursuant to A.R.S. 39-121.03, I certify that the record(s) are requested for a **NON-COMMERCIAL** Purpose only.

A COMMERCIAL PURPOSE defined as the use of a public record for the purpose of producing a document containing all or part of the record for sale or the obtaining of names and addresses from such public record for the purpose of solicitation or the sale in which the purchaser can reasonably anticipate either direct or indirect monetary gain from the use of such records.

**WARNING:** A person who obtains public records for a commercial purpose without indicating the commercial purpose or who knowingly allows the uses of such public record for a commercial purpose shall in addition to other penalties be liable to the state or the political subdivision from which the public record was obtained for damages in the amount of three times the amount which would have been charged for the public record had the commercial purpose been stated plus costs and reasonable attorney's fees or shall be liable to the state or the political subdivision for the amount of three times the actual damages if it can be shown that the public record would not have been provided had the commercial purpose of actual use been stated at the time of obtaining the records. A.R.S. 39-121.03(C).

**Disclaimer Indemnification:** Requestor understands and agrees that Maricopa County does not guarantee the accuracy of the data and information requested and hereby expressly disclaims any responsibility for the truth, lack of the truth, validity, invalidity, accuracy, inaccuracy of any said data and information. Requestor/Purchaser accepts responsibility for Requestor / Purchaser's unauthorized use or transmission of any such data or information in its actual or altered form.

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**Contact Information:**

Name: \_\_\_\_\_ Business: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Select one:**

- ☐ I agree to pay an amount not to exceed \$25.00.  
☐ Not applicable. My request is for inspection of records only.

Filled requests amounting to less than a \$1.99 charge, will be provided without charge.  
Stated fees do not include variable costs involved with custom or commercial requests.

Copy of Issued Building Permit	\$2.00
Copy & Re-stamp of Approved Plans (Set)	\$15.00
Copy of Approved Plan (Page)	\$6.00
8.5" x 11" (page)	\$0.25
8.5" x 14" (page)	\$0.40
11" x 14" (page)	\$0.45
11" x 17" (page)	\$0.50
Larger sheets	\$6.00
CD/DVD	\$2.00
Fax 8.5" x 11" (page)	\$0.25
First Class Mail	Retail per USPS

I certify that I have read and understand the content of this request form, have reviewed the fee schedule and agree to pay the applicable fees as indicated above.

\_\_\_\_\_  
Requestor / Purchaser Signature

\_\_\_\_\_  
Date